



KERRI L. DONIS, CFO, EFO, MSOL  
FIRE CHIEF

Timothy V. Henry, Fire Deputy Chief  
Community Risk Reduction and Support Services Command  
(559) 621-4181 • FAX (559) 498-4323  
Fresno Fire Department • 911 H Street • Fresno, CA 93721-3082

October 1, 2014

Occupancy: xxxxx  
PIN: xxxxxx

Name  
OR CURRENT OCCUPANT  
Address  
City, State, Zip

Dear Business Owner:

In an effort to better serve our community, the Fresno Fire Community Risk Reduction Division has implemented a one year pilot fire and life safety Self-Inspection Program (SIP). This program is designed for the general business that has a "low-hazard" potential for fire and life safety concerns as defined by the California Fire Code and adopted by the State of California. **At this time, the Self Inspection Program is free; however, if you do not submit your form, your business may be subject to an inspection from the Fresno Fire Department.**

The SIP will allow "low-hazard" businesses to be self-inspected by the business owner or manager on a 12-month inspection cycle. The intent of this program is to allow you to identify and eliminate common fire and life safety hazards. We encourage you to maintain a fire-safe environment for your employees and customers.

In order to make the pilot SIP successful, we have made it user-friendly. By following the simple instructions and using the self-inspection worksheet, you will be able to conduct a fire and life safety inspection of your building. If you have any questions or need help with your self-inspection, the Fire Department is available to answer questions by email at [Fire-Prevention@fresno.gov](mailto:Fire-Prevention@fresno.gov). You may reach staff to assist you at (559) 621-4181.

Complete and return the attached form within the next 30 days (see attached directions). To ensure accuracy we will update your emergency contact information currently on file. By providing us with current confidential information, it will be made available to the 911 communication center so you can be notified in the event of an emergency at your business. This provides you with the earliest possible notification, assisting you in restoring your business operations as soon as possible.

Finally, it is our understanding that your insurance company conducts on-site inspections annually. Please submit a copy of those inspection records (particularly those related to fire and life safety) within 30 days, along with your self-inspection form.

With your support and cooperation, we can make a safer community for those that visit, live, or operate businesses in Fresno.

Sincerely,

Timothy V. Henry  
Deputy Fire Chief/Fire Marshal

***"To protect and put service above all else."***